



SECRETARY OF THE ARMY
WASHINGTON
JAN 31 2005

MEMORANDUM FOR PRINCIPAL OFFICIALS OF HEADQUARTERS, DEPARTMENT OF THE ARMY

SUBJECT: Congressional Activities and Contacts with Members of Congress

1. I strongly encourage Army leaders to proactively engage Members of Congress and congressional staff. As you interact with Congress, you must adhere to applicable Army, Department of Defense (DoD), and Administration procedures and policies and ensure that your communications are consistent with the President's budget and management agenda and the DoD legislative program. It is also critical that you refrain from activities that could be interpreted as associating the Army with partisan causes or candidates.
2. The Office of Legislative Liaison (OCLL) is the sole directive agency for supervising policies and programs on the Army's relations with Congress, executing Army congressional objectives, and interacting with Members of Congress and staff (with the exception of appropriations and civil works matters, which must be coordinated with the Assistant Secretary of the Army for Financial Management and Comptroller and the Assistant Secretary of the Army for Civil Works, respectively). To help OCLL communicate a consistent message to Congress, report significant contacts between you or your staff and Members of Congress or congressional staff to OCLL in accordance with Army Regulation (AR) 1-20, Legislative Liaison.
3. Communications with Congress that propose legislation, request changes in the law, or solicit additional funding must be coordinated in accordance with AR 1-20 and Office of Management and Budget Circular A-19. This coordination requirement includes all submissions to Congress, such as reports, briefings, and information papers, written answers to questions, hearing statements, and correspondence.
4. I expect you to assist OCLL in carrying out its critical mission by quickly responding to Congressional inquiries and requests for information and by supporting OCLL's Congressional engagement activities. In particular, we must improve the timeliness of Army responses to Questions for the Record (QFR) and comply with Congressional direction to transmit QFRs within 21 days.
5. The Army has an outstanding reputation on Capitol Hill and benefits from maintaining a strong relationship with Congress. Ensuring that the information we provide to Congress is nonpartisan, factual, timely, and consistent bolsters this reputation and furthers our national interests.


Francis J. Harvey